


AN ORDINANCE:

BY: 
~~COMMITTEE ON COUNCIL~~

AN ORDINANCE TO FURTHER AMEND SECTION 2-275 OF THE CODE OF ORDINANCES SO AS TO EXPAND THE GUIDELINES FOR ADMINISTRATIVE CORRECTION TO ADOPTED LEGISLATION; AND FOR OTHER PURPOSES.

WHEREAS, the Council, as the governing authority for the City of Atlanta adopts thousands of pieces of legislation per year; and

WHEREAS, from time to time it is necessary to make administrative changes to previously adopted legislation; and

WHEREAS, *on April 3, 2000 the Council adopted guidelines governing administrative corrections to previously adopted legislation, and it has become necessary to further expand the guidelines such that Fund Account and Center Number corrections of a clerical nature only shall be made by the Municipal Clerk or designee.*

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA as follows:

Section 1: That the Code of Ordinances of the City of Atlanta be *further* amended in Section 2-275 to read:

“Section 2-275 Administrative corrections to legislation that has been adopted by the Council and approved by the Mayor shall only be made by the Municipal Clerk **or designee**, and only under certain circumstances. All such corrections shall be clerical in nature, so as to correct errors such as misspelled words, inconsistent references within legislation, incorrect incorporation of amended language incorrect grammar and ***incorrect Fund, Account Center numbers***, but shall not change the meaning or intent of the legislation in any way. All such corrections shall be made only at the request of a Councilmember or the affected Department Head, in consultation with, and to be approved by, the Research and Policy Analyst who staffs the Council Committee with jurisdiction over the subject matter of said legislation. In the case of ***a Fund Account Center*** number correction, the request shall also be approved by the Research and Policy Analyst(s) for the Finance/Executive Committee. Only one request per legislation will be authorized and only one request is necessary to execute multiple corrections to a piece of legislation. **Zoning, Comprehensive Development plan and dollar changes shall be expressly prohibited from being corrected administratively.**

The following guidelines shall be followed regarding administrative corrections to adopted legislation.

- (a) All requests for administrative correction to legislation shall be in writing to the Municipal Clerk in a form giving the following information:
 - (i) Legislative identification number
 - (ii) Date adopted by Council
 - (iii) Date approved by Mayor
 - (iv) Identification of and signature of the requesting party (Councilmember/Department Head)
 - (v) Identification of requested change
 - (vi) Detailed reason for requested change
 - (vii) Approval signature of Research and Policy Analyst for the Committee with jurisdiction of the subject matter of said legislation
 - (viii) Additional approval Signature of Research and Policy Analyst(s) for the Finance/Executive Committee when the requested correction is *to Fund Account Center number*.**
- (b) **All requests for administrative corrections to legislation shall be copied, by the requestor, to all members of Council at the time that a formal request is made to the Municipal Clerk.**
- (c) All administrative corrections shall be made by the Municipal Clerk **or designee** at his/her discretion within **3 business days** of receipt of request complying to the aforementioned guidelines.
- (d) **All requests for administrative corrections to legislation that do not comply with the aforementioned guidelines shall be forwarded by the Municipal Clerk to the Chair of the committee with jurisdiction over the subject matter of said legislation and notification of such non-compliance shall be given by the Clerk to all members of Council, to the requestor(s) of said correction and to the Research and Policy Analyst(s) approving the request.**
- (e) **Notification of all administrative corrections to legislation shall be reported by the Municipal Clerk to the Council in the form of a communication at its first regular meeting following the date of the correction.**

SECTION 2: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

04-0-0788

(Do Not Write Above This Line)

AN ORDINANCE:

BY: COMMITTEE ON COUNCIL

Carla Smith

AN ORDINANCE TO FURTHER AMEND
SECTION 2-275 OF THE CODE OF
ORDINANCES SO AS TO EXPAND THE
GUIDELINES FOR ADMINISTRATIVE
CORRECTION TO ADOPTED LEGISLATION;
AND FOR OTHER PURPOSES.

First Reading

Committee _____
Date _____
Chair _____
Referred To _____

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Refer To

Refer To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Date Referred

4/19/04

Referred To:

Date Referred

Referred To:

Date Referred

Referred To:

FINAL COUNCIL ACTION

☐ 2nd

☐ 1st & 2nd Readings

☐ 3rd

☐ Consent

☐ V Vote

☐ RC Vote

CERTIFIED

MAYOR'S ACTION